# TOWN OF ARLINGTON
## MASSACHUSETTS

Town Meeting Electronic Voting Study Committee

### RFI No. 13-01
January 15, 2013

## Request for Information (RFI)

The Town Meeting Electronic Voting Study Committee is seeking preliminary information on features, functionality and costs for electronic voting systems suitable for Representative Town Meeting use.

In May 2012, The Town of Arlington's Representative Town Meeting created the Electronic Voting Study Committee to study and make recommendations on whether Town Meeting should adopt electronic voting technology. Town Meeting currently votes by voice, standing count, or voice roll call.

The scope of the committee's work iucludes studying what technologies for electronic voting are available, the costs and benefits of these technologies, and the security features available. The committee has drafted anticipated technical requirements of such a system and invites vendors to respond to this RFI to assist in this study.

This is a preliminary RFI for the purpose of assessing available technologies. The Town of Arlington is not putting the project out for bid at this time. No procurement process can begin unless and until Town Meeting votes to adopt, fund, and implement electronic voting after receiving this committee's report at the upcoming Annual Town Meeting, which starts April 22, 2013.

Responses are due by **4:00 P.M. February 4, 2013** but earlier responses are encouraged. Responses by email are preferred, and should be sent concurrently to:

Domenic Lanzillotti                          Eric Helmuth
dlanzillotti@town.arlington.ma.us            eric@erichelmuth.com
Purchasing Officer                           Chair, Town Meeting Electronic Voting
Town of Arlington                            Study Committee


If necessary, mailed responses may be sent to the Purchasing Officer, 730 Massachusetts Avenue, Town Hall Annex, 2nd Floor, Arlington, MA 02476.

Questions about anticipated requirements or requested responses in the RFI should be directed by email to the committee chair at eric@erichelmuth.com.

The Purchasing Officer may be contacted by phone at 781-316-3003 or fax at 781-316-3019.

**RESPONSE GUIDELINES:**

1. Address whether or not your product supports each Requirement below. Include explanatory information as appropriate and desired.

2. Answer any specific questions accompanying a given Requirement.


**Objective**

An electronic system that securely, rapidly and reliably counts, displays, and records votes for Arlington Town Meeting using handheld devices for each of our 252 voting members.

**Basic requirements:**

1. Must support 252 users (voting members of Town Meeting) and allow for additional users as needed
    a. What is the maximum number of users your system will support?

2. System must provide secure wireless coverage for a 56' X 66' auditorium, without interfering with (or being interfered by) cellphone transmissions, 802.1x wireless communications, or other common uses of the broadcast spectrum.

    a. How do your handheld units communicate with the receiver/base station?

    b. What is the maximum reliable range for your handheld units?

    c. How are communications secured from outside interference or manipulation?

3. Software must run under Microsoft Windows

    a. What are the system requirements to run your software? System requirements should include system hardware, software, and any required supporting applications (e.g., must have MS Office version X, etc.).

    b. How does the receiver connect to the computer running Windows?

    c. If software runs on a vendor-supplied computer, it must:
        i. Be able to connect to digital projectors using standard output connectors
        ii. Output VGA or BNC for compatibility with local cable access television

4. Handheld units must be uniquely identifiable

    a. How do you accomplish this?

5. Each handheld unit should be linked to a specific user.

    a. In the event of a problem with the handheld unit, how long does it take to assign a new unit to a user?

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6. The handheld unit must support three choices for the voter (Yes/No/Abstain)

   a. How are the choices indicated on the handheld unit?

   b. Does the handheld unit provide positive feedback on the device to confirm the vote cast by each user? How?

   c. Can the handheld unit be used for other functions, such as requesting the attention of the Moderator?

7. Battery life for handheld units must be at least 4 hours

   a. What is the battery life when handhelds are on and in "ready to vote" status?

   b. How does the user know a battery needs replacing?

   c. Do handheld units use rechargeable or replaceable batteries?
      i. If replaceable, what batteries are required?
      ii. If rechargeable, describe the charging station

8. Must be able to amend votes (if needed) after voting has closed

   a. Does system note that vote was corrected in reports?

**Public Display requirements:**

9. All displays must be legible from 70 feet away when projected on a large screen approximately 8 feet x 8 feet.

10. Must be able to display text of voting questions.

    a. How much text can be displayed on the voting screening?

    b. How do you enter question text prior to meeting?

    c. Are there templates to make it easier to enter new items?

    d. Can the operator re-sequence questions during the meeting?

    e. How do you amend questions or add new ones during the meeting?

11. Must be able to display voting time remaining, along with the question text, while voting is in progress.

12. When displaying results, operator must have ability to display either aggregate totals or list votes by each individual.

    a. Can individual votes be sorted by multiple criteria (name, precinct, etc...)?

  b. Please describe any other configuration options for displaying votes (e.g., number of votes per screen)

  c.

## Data management requirements

13. Must be able to record and store votes

14. Must be able to purge selected records from database

15. Must be able to generate detailed reports of votes sorted by warrant item, user's name, precinct, date, or any combination thereof.

  a. Is there a back end database language? If so, please specify.

  b. Are there database licensing costs in addition to the cost of the main system?

  c. Can reports be easily generated and exported to standard, non-proprietary formats such as Excel, PDF, Word or CSV? (Please specify formats supported).

16. Must provide transaction logging for any edits to data once voting has closed

## Support:

17. Please describe your support and warranty options for hardware and software and on-site system operation. If there is an associated cost, please provide details.

## Financial:

18. Please estimate the **purchase** cost for a system that meets our needs (if applicable)

  a. What is the typical frequency of software updates?

  b. What is the cost of software updates?
   i. Is there a subscription/maintenance plan?
   ii. What would it cost?

19. Please estimate the yearly cost to lease a system that meets our needs (if applicable), including any software upgrades. Describe available service agreements for equipment operation or maintenance, if available.

# CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

_____

(Signature of individual submitting bid or proposal)


_____

(Name of individual submitting bid or proposal)


_____

Name of Business


_____

Date

_____

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.


_____          _____
Social Security Number or               Signature of Individual or Responsible
Federal Identification Number           Corporate Officer and Title


# NON-COLLUSION FORMS
# MUST BE SIGNED AND
# SUBMITTED WITH BID